



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

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14 JAN -9 PH 2:10

NORTHBRIDGE TOWN CLERK
ROBERT A. GEORGE

**NORTHBRIDGE SCREENING COMMITTEE MEETING
January 16, 2014 6:00 PM Northbridge High School**

**OPEN SESSION
WELCOME AND INTRODUCTIONS**

- | | |
|---------|---|
| 6:00 PM | Selection of Chairperson and Vice-Chairperson |
| 6:10 PM | Town Clerk Orientation |
| 6:20 PM | Overview: Trust Process <ul style="list-style-type: none">• Charge• Superintendent Profile• Posting of meetings |
| 6:30 PM | Confidentiality (sign document) |
| 6:45 PM | Timeline <ul style="list-style-type: none">• January 16, 2014: 1st Screening Committee Workshop• January 22, 2014: 2nd Screening Committee Workshop• Week of February 3, 2014: Screening Committee holds interviews• Deliberation and identify 3-5 finalists |
| 7:15 PM | Interview Process <ul style="list-style-type: none">• Confidentiality (executive session)• Location• Waiting Area – Greeter• Chair Welcome – Overview• Number of Questions – time, length of interview (45 min. with 15 min. reflection period); Elect time monitor• Interview Techniques Action Guide: One Protocol |

- 8:00 PM Interview Questions – Topics
- Identify topics
 - Assign groups and homework

8:30 PM **Motion to enter Executive Session per Chapter 39, section 23B(8); will return to open session solely for the purpose to adjourn the meeting (ROLL CALL VOTE)**

Open Session packet to include:

1. Timeline
2. Superintendent Profile
3. Keys to Confidentiality
4. Keys to Confidentiality with sign-off
5. Interview Techniques: A NESDEC Action Guide
6. Themes for Interview Questions
7. Examples of Interview Questions



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DOFFER A. BERNONE

EXECUTIVE SESSION
January 16, 2014 Agenda

- 8:31 PM Pass Out Packets
- Confidentiality
 - Individual Work
 - Candidate Evaluation Form
- 9:00 PM Return to Open Session (**Roll Call Vote**)
- 9:01 PM Adjourn Meeting

Executive Session Packet to include:

1. Candidates Application Packet
2. Candidate Evaluation Form
3. Superintendent Profile (refer to first open packet)